



**COUNTY OF SAN DIEGO**

**Great Government Through the General Management System – Quality, Timeliness, Value  
DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**UNCLASSIFIED**

**FORENSIC TOXICOLOGY LABORATORY MANAGER**

**Class No. 000982**

**■ CLASSIFICATION PURPOSE**

Under administrative direction, to plan, direct and coordinate the activities of the Forensic Toxicology Laboratory, which provides County-wide toxicology testing services for the Medical Examiner; and to perform related work.

**■ DISTINGUISHING CHARACTERISTICS**

This is a one-position unclassified management class allocated only to the Medical Examiner's Office. The incumbent reports directly to the Chief Medical Examiner and has responsibility for managing the staff and activities of the Forensic Toxicology Laboratory which includes program responsibility for Countywide toxicology testing services, policy and operational procedures formulation and insurance of quality control testing.

**■ ESSENTIAL AND NON-ESSENTIAL FUNCTIONS**

**The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, directs and coordinates laboratory operations.
2. Plans, prioritizes and directs the preparation and analysis of toxicological examinations of blood and body fluids removed from bodies to establish the cause or circumstances of death.
3. Develops, evaluates, recommends and implements policy and operational procedures related to forensic toxicology programs and services.
4. Testifies in court on the theory, technique and results of toxicological tests.
5. Prepares laboratory budget and fiscal reports.
6. Ensures that all laboratory methods and procedures will satisfy legal requirements and meet current rules of evidence requirements.
7. Reviews laboratory reports and findings.
8. Maintains precise records of all examinations performed and renders technical reports of findings.
9. Prepares technical reports relative to the incidence and implication of drug and poison deaths.
10. Maintains current knowledge of new lab testing methods.
11. Prepares requests and cost estimates for proposed equipment and supplies.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

In consultation with the Chief Medical Examiner, Chief Deputy Medical Examiner, and Deputy Medical Examiners:

13. Determines what drugs and chemicals will be tested for in homicide victims.
14. Determines the extent of toxicology testing on driver, pedestrians, and passengers where there has been motor vehicle fatalities.
15. Determines which toxicology tests will be performed on drug abuse overdose victims and determines what tests are to be performed to determine the cause of death in suicidal drug or chemical overdose deaths.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Principles, techniques and methods of chemical and biological quantitative and qualitative analysis of blood and body organs.
- Standard and court approved laboratory methods and tests relative to toxicology.
- Rules of evidence and general procedures of civil and criminal practices concerning physical chain of evidence.
- Policy and procedures development and implementation related to Medical Examiner programs.
- Forensic toxicology laboratory services planning, evaluation and assessment.
- The General Management System in principle and in practice.
- Principles of personnel management and administration.
- Principles of chemistry, microbiology and statistics.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Plan, organize and direct toxicology program services.
- Formulate and administer County policy and procedures relating to the forensic toxicology laboratory operations.
- Supervise and evaluate the work of subordinate staff.
- Establish and maintain effective working and diplomatic relations with staff, the public and representatives from other agencies.
- Identify and resolve problems related to laboratory operations.
- Perform computerized data analysis.
- Write detailed technical procedures and reports in a clear, concise manner.
- Act as an expert witness in court or other legal proceedings.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in microbiology or chemistry or one of the biological sciences, AND, five years of progressively responsible experience performing forensic toxicology laboratory examinations at a level equivalent to Supervising Toxicologist with the County of San Diego, two years of which includes laboratory or project administration responsibilities.

**Note:** An experienced Ph.D. or Ph.D. candidate in one of the biological sciences stated above with knowledge of instrumentation and toxicological techniques, is preferred. Candidates with such advanced degrees will be considered more highly qualified.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Frequent sitting, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Continuous upward and downward flexion of neck.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

### Certification/Registration

Registration as a Forensic Alcohol Supervisor or Forensic Alcohol Analyst is required.

#### Working Conditions

Office environment; exposure to computer screens. Incumbents may be exposed to communicable disease and must be willing to work with specimens and cultures containing HIV, Hepatitis viruses, and other infectious agents.

#### Background Investigation

Must have a reputation for honesty and trustworthiness with no felony convictions. Convictions may be disqualifying depending on number, severity, and recency.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: August 31, 1992  
Revised: May 21, 1999  
Reviewed: Spring 2004**